



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 4

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 493467

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0433

Vendor ID: 000000184362

SO Doc ID: LIB1900000002

Legal Name: FOLLETT SCHOOL SOLUTIONS INC

Published Date: 11/19/18

Alias/DBA:

Close Date: 11/29/18

Total Bid: \$609.09

Close Time: 13:30

Response Date: 11/29/2018

Status: Closed

Response Time: 13:02

Solicitation Description: Addendum 5 - Open-End Contract for Print Library Materials

Total of Header Attachments: 4

Apply Default Values to Commodity Lines

View Procurement Folder



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 493467

Solicitation Description : Addendum 5 - Open-End Contract for Print Library Materials

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-11-29 13:30:00	SR 0433 ESR11291800000002551	1

VENDOR
000000184362 FOLLETT SCHOOL SOLUTIONS INC

Solicitation Number: CRFQ 0433 LIB1900000002

Total Bid : \$609.09 **Response Date:** 2018-11-29 **Response Time:** 13:02:34

Comments: Please see the attached bid letter for additional information regarding pricing, special offer, titlewave trial, and cataloging and processing.

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-2157
 brittany.e.ingraham@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Print Library Materials	1.00000	EA	\$609.090000	\$609.09

Comm Code	Manufacturer	Specification	Model #
14111536			

Extended Description : Please see the Exhibit A Pricing Page.
 If Vendor is submitting bid online, Vendor must submit Pricing Page as attachment. TOTAL BID AMOUNT is the amount Vendor is to enter into wvOASIS commodity line when submitting.

Comments: Unit price reflects our quote of the 23 items in the pricing attachment. Please see the attached bid letter for additional information regarding pricing, titlewave and shipping.

Pricing Page Eligible Item Description					Discounted Unit Price Calculation				Bid Total Calculation			
Item #	Product Category	Title	Author	ISBN	Catalogue Price	Discount Percentage	Discount Amount	Discounted Catalog Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
I.												
1	Hardcover	One Mission: How Leaders Build a Team of Teams	Chris Fussell	9780735211353	\$23.05	20%	\$4.61	\$18.44	each	1.00	\$18.44	\$18.44
2	Hardcover	One Nation Under Gold	Jame Ledbetter	9780871406835	\$24.81	20%	\$4.96	\$19.85	each	1.00	\$19.85	\$19.85
3	Hardcover	Paradise Valley	CJ Box	9781250051042	\$23.99	20%	\$4.80	\$19.19	each	1.00	\$19.19	\$19.19
4	Hardcover	Inconvenient Sequel	Al Gore	9781635651089	\$22.19	20%	\$4.44	\$17.75	each	1.00	\$17.75	\$17.75
5	Hardcover	I Can't Make This Up	Kevin Hart	9781501155567	\$23.14	20%	\$4.63	\$18.51	each	1.00	\$18.51	\$18.51
II.												
6	Paperback	Books for Living	Will Schwalbe	9780804172752	\$13.65	20%	\$2.73	\$10.92	each	1.00	\$10.92	\$10.92
7	Paperback	Citizen Science	Caren Cooper	9781468315998	\$15.36	20%	\$3.07	\$12.29	each	1.00	\$12.29	\$12.29
8	Paperback	Golden Compass, vol. 1	Philip Pullman	9780553523720	\$8.59	20%	\$1.72	\$6.87	each	1.00	\$6.87	\$6.87
8	Paperback	Barron's GRE		9781438009155	\$23.04	20%	\$4.61	\$18.43	each	1.00	\$18.43	\$18.43
10	Paperback	Official Museum Directory 2017		9780872170605	\$310.01	20%	\$62.00	\$248.01	each	1.00	\$248.01	\$248.01
III.												
11	University Press	Zips on the Pitch	Thomas Bacher	9781937378806	\$17.06	20%	\$3.41	\$13.65	each	1.00	\$13.65	\$13.65
12	University Press	Memphis Tennessee Garrison		9780821413739	\$48.60	20%	\$9.72	\$38.88	each	1.00	\$38.88	\$38.88
13	University Press	California Dreaming	Paul JP Sandul	9781938228865	\$27.99	20%	\$5.60	\$22.39	each	1.00	\$22.39	\$22.39
14	University Press	Jail House Bound	Mark Allan Jackson	9781933202334	\$12.99	20%	\$2.60	\$10.39	each	1.00	\$10.39	\$10.39
IV.												
15	Reinforced	Voice of Freedom	Carole Weatherford	9780763665319	\$19.41	20%	\$3.88	\$15.53	each	1.00	\$15.53	\$15.53
16	Reinforced	United Nations	Katie Marsico	9781631880322	\$14.11	20%	\$2.82	\$11.29	each	1.00	\$11.29	\$11.29
17	Reinforced	Tree Lady	Joseph Hopkins	9781442414020	\$19.41	20%	\$3.88	\$15.53	each	1.00	\$15.53	\$15.53
18	Reinforced	Family of Readers	Roger Sutton	9780763632809	\$19.01	20%	\$3.80	\$15.21	each	1.00	\$15.21	\$15.21
V.												
19	Library Edition	No Way Out	Dan Poblocki	9781338148596	\$16.99	20%	\$3.40	\$13.59	each	1.00	\$13.59	\$13.59
20	Library Edition	What if You had Animal Eyes?	Sandra Markle	9781338206456	\$19.99	20%	\$4.00	\$15.99	each	1.00	\$15.99	\$15.99
21	Library Edition	Guardians of the Gryphon's Claw	Todd Calgi Gallicano	9781524713669	\$19.99	20%	\$4.00	\$15.99	each	1.00	\$15.99	\$15.99
22	Library Edition	Apples for Little Fox	Ekaterina Trukhan	9780399555633	\$20.99	20%	\$4.20	\$16.79	each	1.00	\$16.79	\$16.79
23	Library Edition	I Survived the American Revolution, 1776	Lauren Tarshis	9780545919746	\$16.99	20%	\$3.40	\$13.59	each	1.00	\$13.59	\$13.59
Total Bid Cost											\$609.09	

List of Discount Percentages:

	Category	DISCOUNT PERCENTAGE	Estimated Annual Volume per Category
I	Hardcover	20%	225
II	Paperback	20%	225
III	University Press	20%	225
IV	Reinforced	20%	225
V	Library Edition	20%	225

Vendors should complete the contract coordinator Information below:

VENDOR NAME:

Follett School Solutions, Inc.

PHONE:

877-889-8550, X46307

CONTRACT MANAGER:

Kent Bishop, Sales Consultant
(Please print)

FAX:

800-852-5458

AUTHORIZED REPRESENTATIVE:

See signed copy included with Addendum 5
(Signature)

EMAIL:

ssbidadmin@follett.com / kbishop@follett.com

AUTHORIZED REPRESENTATIVE:

Mary Culp, Vice President
(Please print)

DATE:

17-Oct-18



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
30 — Printing

Proc Folder: 493467

Doc Description: Addendum 5 - Open-End Contract for Print Library Materials

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-11-19	2018-11-29 13:30:00	CRFQ 0433 LIB1900000002	6

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Name, Address and Telephone Number:

Follett School Solutions, Inc.
1340 Ridgeview Drive
McHenry, IL 60050
888-511-5114

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
(304) 558-2157
brittany.e.ingraham@wv.gov

DocuSigned by:

Signature X

Anthony R. Pfister

FEIN # 41-1426933

DATE November 28, 2018

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum

Addendum No.05 issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Library Commission to establish an Open-End contract for books and print materials (collectively "Print Library Materials"), per the bid requirements, specifications, terms and conditions attached to this solicitation.

The Contract awarded from this Solicitation shall cover Eligible Items from Vendor's Catalog.

INVOICE TO		SHIP TO	
LIBRARY COMMISSION CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON US	WV25305-0620	LIBRARY COMMISSION CULTURE CENTER 1900 KANAWHA BLVD E CHARLESTON US	WV 25305-0620

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Print Library Materials	1.00000	EA	23 Items	\$ 609.09

Comm Code	Manufacturer	Specification	Model #
14111536			

Extended Description :

Please see the Exhibit A Pricing Page.

If Vendor is submitting bid online, Vendor must submit Pricing Page as attachment. TOTAL BID AMOUNT is the amount Vendor is to enter into wvOASIS commodity line when submitting.

SOLICITATION NUMBER: CRFQ LIB1900000002

Addendum Number: No.05

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

The purpose of this addendum is to:

1. Publish REVISED Specifications and REVISED Exhibit A Pricing Page.
2. Publish vendor questions and agency responses.

Please note that bid opening IS NOW: 11/29/2018 at 1:30 PM.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Library Commission to establish an Open-End contract for books and print materials (collectively "Print Library Materials".) The Contract awarded from this Solicitation shall cover Eligible Items from Vendor's Catalog.

This will be a single vendor contract and its intended use will be for the West Virginia Library Commission Reference Library collection.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 "Catalog" means the price list or sales catalog that includes all items that Vendor can and will sell under this Contract.

2.2 "Retail Catalog Price" means the lowest price advertised Print Cost listed by the Publisher for an Eligible Item in Vendor's Catalog. (Ex. A box of 200 tissues priced at \$4.00 per box has a catalog price of \$4.00. A crate of tissue boxes priced at \$400.00 has a catalog price of \$400.00).

2.3 "Discount Percentage" means the percentage discount that Vendor will apply to all Agency purchases of Eligible Items in a given product category.

2.4 "Discounted Retail Price" means the price that the Vendor will charge Agencies for the purchase of Eligible Items under this Contract. The Discounted Retail Price is the Retail Catalog Price reduced by the Discount Percentage.

2.5 "Discounted Retail Catalogue Price" means the discounted price of one Unit of an Eligible Item purchased under this Contract. The Discounted Unit Price will only be used for evaluation purposes.

2.6 "Eligible Item" means any item contained in Vendor's catalog that Vendor can and will sell to the State under this Contract and includes generally books, and other print materials (collectively "Print Library Materials"). Eligible Items are items from within the Categories as defined within the Solicitation and Exhibit "A" Pricing Page.

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

- 2.7 “**Pricing Page**” or “**Pricing Pages**” means the schedule of prices, Discount Percentage, estimated usage, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
- 2.8 “**Solicitation**” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.9 “**Total Bid Amount**” means the sum of the Item Extended Cost column on the Pricing Pages shown below the bid total column and identified as the total bid cost.
- 2.10 “**Unit**” means the smallest measurable amount of an Eligible Item and is identified on the Pricing Pages in the Unit column. The Unit will only be utilized for bid evaluation purposes.
- 2.11 “**Unit Price**” means the price of an individual unit of an Eligible Item as shown on the Pricing Pages.
- 2.12 “**Units Provided for Catalog Price**” means the total number of units of an Eligible Item contained in the package advertised for sale in Vendor’s Catalog that corresponds with the Catalog Price. (Ex. A box of 200 nuts advertised in vendor’s catalog for \$4.00 has a Units Provided for Catalog Price of 200. A crate of nuts advertised in Vendor’s catalog for \$400.00, each containing 100 boxes with 200 nuts per box, yields a Units Provided for Catalog Price of 20,000.)

3. GENERAL REQUIREMENTS:

- 3.1 **Mandatory Eligible Item Requirements:** Eligible Items must meet or exceed the mandatory requirements listed below.
- 3.1.1 Eligible Items must be in compliance with current copyright and intellectual property laws.
- 3.1.1.1 Vendor shall be able to provide Adult Fiction and Nonfiction print titles.
- 3.1.1.2 Vendor shall be able to provide Teen Fiction and Nonfiction print titles.
- 3.1.1.3 Vendor shall be able to provide Juvenile Fiction and Nonfiction print titles.

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

3.1.1.4 The vendor shall operate a website that provides the Library Commission with bibliographic information and stock information as well as the ability to create individual shopping carts that can be managed by a central administrative account.

3.1.1.5 The vendor shall provide suggested selection lists for adult fiction, adult nonfiction, teen and juvenile, from which Library Commission staff may select titles. These selection lists shall be created by vendor's staff, rather than by the vendor's other customers.

3.1.1.6 Vendor shall offer the ability to place standing orders via its website or some similar means. The Library Commission shall be able to place standing orders for new titles, cancel standing order titles, and claim volumes in standing orders that were not received.

3.1.1.7 Vendor should provide optional processing services e.g. plastic jacket applied per item, plastic jacket loose per item, spine label applied per item, plastic jacket/spine label applied per item, upon Library Commission requests.

4. CONTRACT AWARD, PERCENTAGE DISCOUNT, CATALOG:

4.1 Contract Award: This Contract is intended to provide the Agency with a **Single Discounted Price** on all Eligible Items. The Contract shall be awarded to the Vendor that meets the Solicitation specifications and provides the lowest Total Bid Amount for the Eligible Items listed on the Pricing Pages.

Vendors bid will be evaluated on the Total Bid Amount, however, the State shall pay either the **Discounted Retail Catalogue Price** or the **Vendor's Publish Sale Price**, whichever is the lesser of the two at the time of purchase.

4.2 Discount Percentage: Vendor shall quote a **Single Retail Discount Percentage** that will reduce the lowest price shown in the Catalog for every Eligible Item. The resulting Discounted Price shall be the price Agencies pay for purchases of that Eligible Item under this Contract. The State shall pay either the **Discounted Retail Catalogue Price** or the **Vendor's Publish Sale Price**, whichever is the lesser of the two at the time of purchase.

Vendor shall not incorporate Discount Percentages into its Catalog unless the Vendor clearly shows the Catalog Price and then separately lists the applicable **Single Retail Discount Percentage** and the Discounted Price for each Eligible Item.

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

The Discount Percentage and subsequent Discounted Price derived from that discount must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate **Single Retail Discounted Unit Price** or the **Vendor's Publish Sale Price**, whichever is the lesser of the two at the time of purchase, for items purchased under this Contract.

- 4.3 Pricing Pages:** Pricing Pages were created in MS Excel. Vendor should complete the Pricing Pages by filling in "Discount Percentage" per category at bottom of Pricing Page. The submitted Discount Percentage will automatically populate into the appropriate fields within the Pricing Page. Vendor will then provide Retail Catalogue Price for each item on the Pricing Page. Pricing Page will then auto populate vendors Exhibit A Pricing Page by taking Retail Catalogue Price (-) Discount Percentage (x) Estimated Qty (=) Item Extended Cost. The Vendor should also include the sum of the Item Extended Cost column as the Total Bid Amount. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified.

It is intended that vendor bid a Single Retail Discount Percentage per category. The discount percentage bid in Discount Percentage column should match the Discount Percentage bid for the List of Discount Percentages.

The Pricing Pages contain a list of frequently purchased items and estimated unit quantity that will be purchased. The estimated unit quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendors are **strongly encouraged** to complete the Pricing Pages through wvOASIS or electronically in Microsoft Excel. Doing so will reduce the number of, and the possibility for, calculation errors. If Vendor is submitting bid online, Vendor must submit Pricing Page as attachment. TOTAL BID AMOUNT is the amount Vendor is to enter into wvOASIS commodity line when submitting.

If vendor completes Exhibit A Pricing Page electronically, vendor should list their catalogue price and their single discount percentage under "List of Discount Percentages" column.

The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this Solicitation. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Vendor shall provide the Purchasing Division with access to its internet ordering portal/website, if one will be used under this Contract, to allow the Purchasing Division to ensure that the requirements of this Contract are being met.

- 5.2 Invoicing and Payment:** Vendor shall indicate the discount received on each invoice submitted for payment. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time and Place:** Vendor shall deliver standard orders within 14 working days after orders are received. Vendor shall deliver emergency orders within 7 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. Eligible Items must be delivered to Agency at West Virginia Library Commission, ATTN: State Library Services Division, 1900 Kanawha Blvd. E, Culture Center, Charleston, WV 25305.

- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.3 Return of Unacceptable Items:** Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.4 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Eligible Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

REQUEST FOR QUOTATION
Print Library Materials

Revised: 11/19/2018

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Eligible Items contained in its Catalog submitted in response to the Solicitation or an updated Catalog approved by the Purchasing Division as described above. Vendor shall not supply substitute items.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Kent Bishop, Sales Consultant

Telephone Number: 877-899-8550, X46307

Fax Number: 800-852-5458

Email Address: kbishop@follett.com

Pricing Page Eligible Item Description

Discounted Unit Price Calculation

Bid Total Calculation

Item #	Product Category	Title	Author	ISBN	Catalogue Price	Discount Percentage	Discount Amount	Discounted Catalog Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
I.												
1	Hardcover	One Mission: How Leaders Build a Team of Teams	Chris Fussell	9780735211353	\$23.05	20%	\$4.61	\$18.44	each	1.00	\$18.44	\$18.44
2	Hardcover	One Nation Under Gold	Jame Ledbetter	9780871406835	\$24.81	20%	\$4.96	\$19.85	each	1.00	\$19.85	\$19.85
3	Hardcover	Paradise Valley	CJ Box	9781250051042	\$23.99	20%	\$4.80	\$19.19	each	1.00	\$19.19	\$19.19
4	Hardcover	Inconvenient Sequel	Al Gore	9781635651089	\$22.19	20%	\$4.44	\$17.75	each	1.00	\$17.75	\$17.75
5	Hardcover	I Can't Make This Up	Kevin Hart	9781501155567	\$23.14	20%	\$4.63	\$18.51	each	1.00	\$18.51	\$18.51
II.												
6	Paperback	Books for Living	Will Schwalbe	9780804172752	\$13.65	20%	\$2.73	\$10.92	each	1.00	\$10.92	\$10.92
7	Paperback	Citizen Science	Caren Cooper	9781468315998	\$15.36	20%	\$3.07	\$12.29	each	1.00	\$12.29	\$12.29
8	Paperback	Golden Compass, vol. 1	Philip Pullman	9780553523720	\$8.59	20%	\$1.72	\$6.87	each	1.00	\$6.87	\$6.87
8	Paperback	Barron's GRE		9781438009155	\$23.04	20%	\$4.61	\$18.43	each	1.00	\$18.43	\$18.43
10	Paperback	Official Museum Directory 2017		9780872170605	\$310.01	20%	\$62.00	\$248.01	each	1.00	\$248.01	\$248.01
III.												
11	University Press	Zips on the Pitch	Thomas Bacher	9781937378806	\$17.06	20%	\$3.41	\$13.65	each	1.00	\$13.65	\$13.65
12	University Press	Memphis Tennessee Garrison		9780821413739	\$48.60	20%	\$9.72	\$38.88	each	1.00	\$38.88	\$38.88
13	University Press	California Dreaming	Paul JP Sandul	9781938228865	\$27.99	20%	\$5.60	\$22.39	each	1.00	\$22.39	\$22.39
14	University Press	Jail House Bound	Mark Allan Jackson	9781933202334	\$12.99	20%	\$2.60	\$10.39	each	1.00	\$10.39	\$10.39
IV.												
15	Reinforced	Voice of Freedom	Carole Weatherford	9780763665319	\$19.41	20%	\$3.88	\$15.53	each	1.00	\$15.53	\$15.53
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18	Reinforced	Family of Readers	Roger Sutton	9780763632809	\$19.01	20%	\$3.80	\$15.21	each	1.00	\$15.21	\$15.21
V.												
19	Library Edition	No Way Out	Dan Poblocki	9781338148596	\$16.99	20%	\$3.40	\$13.59	each	1.00	\$13.59	\$13.59
20	Library Edition	What if You had Animal Eyes?	Sandra Markle	9781338206456	\$19.99	20%	\$4.00	\$15.99	each	1.00	\$15.99	\$15.99
21	Library Edition	Guardians of the Gryphon's Claw	Todd Calgi Gallicano	9781524713669	\$19.99	20%	\$4.00	\$15.99	each	1.00	\$15.99	\$15.99
22	Library Edition	Apples for Little Fox	Ekaterina Trukhan	9780399555633	\$20.99	20%	\$4.20	\$16.79	each	1.00	\$16.79	\$16.79
23	Library Edition	I Survived the American Revolution, 1776	Lauren Tarshis	9780545919746	\$16.99	20%	\$3.40	\$13.59	each	1.00	\$13.59	\$13.59

Total Bid Cost	\$609.09
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List of Discount Percentages:

	Category	DISCOUNT PERCENTAGE	Estimated Annual Volume per Category
I	Hardcover	20%	225
II	Paperback	20%	225
III	University Press	20%	225
IV	Reinforced	20%	225
V	Library Edition	20%	225

Vendors should complete the contract coordinator information below:

VENDOR NAME: Follett School Solutions, Inc. PHONE: 877-889-8550, X46307

CONTRACT MANAGER: Kent Bishop, Sales Consultant (Please print) FAX: 800-852-5458

AUTHORIZED REPRESENTATIVE:  (signature) EMAIL: fssbidadmin@follett.com / kbishop@follett.com

AUTHORIZED REPRESENTATIVE: Mary Culp, Vice President (Please print) DATE: 17-Oct-18

**Print Library Materials
CRFQ LIB1900000002
Vendor Questions and Agency Answers**

Q1.) Does the Library Commission anticipate making award to one primary vendor, or multiple vendors?

A1.) Per the "Purpose and Scope," of the advertised Solicitation this will be a single vendor contract.

Q2.) Can you provide an estimated annual value?

A2.) The law forbids disclosure of a budgeted amount.

Section 4.3 and Pricing Page, List of Discount Percentages:

Q3.) We understand that the vendors should list a single discount percentage per category. However, not all materials available through our online catalog fit within these categories for purpose of discounting. Can vendor include additional discount categories not included on the form, such as non-trade/short discount and net (no discount) titles?

A3.) No. The vendor should provide discounts for each 'product category' provided on the Exhibit "A" Pricing Page.

Section 5.1 Submission:

We do not have a static, limited catalog; rather, we have an online catalog/ordering tool with millions of titles.

Q4.) Would providing trial access to our online catalog meet the requirement of submitting our catalog for evaluation purposes? Titles could easily be reviewed by entering the EAN number in the search field.

A4.) No. For evaluation purposes, the vendor must provide their Pricing Pages with their bid at the time of submission indicating the retail catalogue price and discount percentage for each line item. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified.

Q5.) Any Agency that establishes an account will have access to view and order titles through our online ordering tool. Is this an acceptable alternative to sending an electronic copy of a catalog, or entering our Catalog into wvOASIS?

A5.) Please see REVISED specifications. Vendor should refer to item 5.1 of the REVISED specifications as attached to this Addendum. Vendor is not required to submit a hard copy catalogue.

Section 5.2 Contract Modification

Section 6.1 Ordering

Section 9.1 No Substitutions

These sections seem to imply that only a fixed catalog of a set list of titles and prices would be accepted, and that changes can only be made annually.

Q6.) Please clarify whether the Purchasing Division is seeking to have vendor provide only a closed list of titles, or should Agencies have access to order any title available through our online catalog?

A6.) This will be an open-ended contract that is intended to capture a single retail discount percentage per each category as defined within the Specifications and listed within the Exhibit "A" Pricing page. Because of the nature of the publishing industry, a closed-list would not allow us access to new titles as they are published throughout the year.

Q7.) List price and continued availability is controlled by the publisher of the title, and is subject to change without notice. Our database of over 15 million titles is updated nightly, and title detail information includes current list price and real-time stock status. Is this acceptable to the Library Commission?

A7.) Yes. Vendor should refer to item 4.1 of the REVISED specifications.

Section 6.2 Invoicing and Payment:

Q8.) Please provide details on the West Virginia Purchasing Card.

A8.) Purchasing Card is a credit card payment tool. Reference Item 15 **Payment Methods** within the Terms and Conditions.

Q9.) Does an Agency determine whether to pay via Purchasing Card on an invoice by invoice basis, or are accounts profiled so that all purchases made will be paid via Purchasing Card?

A9.) WVLC prefers P-Card.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 1900000002 Print Library Materials

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- | | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Follett School Solutions, Inc.

Company

DocuSigned by:
Anthony R. Pfister

925503BEA7234FB... Authorized Signature

November 28, 2018

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012



Follett School Solutions, Inc.

1340 Ridgeview Drive
McHenry, Illinois 60050

titlewave.com

folletlearning.com

Phone: 888 - 511 - 5114

Fax: 800 - 852 - 5458

Federal Tax ID: 41-1426933

A Proposal prepared for The State of West Virginia



Submitted in Response to:

RFP# CRFQ 0433 LIB 1900000002

Print Library Materials

ORIGINAL



Follett School Solutions, Inc.
1340 Ridgeview Drive
McHenry, Illinois 60050
Phone: 888.511.1700
Fax: 815.759.9831
www.follettlearning.com

November 28, 2018

State of West Virginia
Bid Clerk - Department of Administration
Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305-0130

Dear Purchasing:

Follett School Solutions, Inc. is pleased to present the enclosed proposal to the State of West Virginia in response to your RFP # CRFQ 0433 LIB 1900000002, for Print Library Materials.

Follett is a fifth generation, family-owned business that has been serving PreK-12 schools and school districts for more than 140 years. We value providing the highest quality school solutions that make it easier for schools to run, teachers to teach and students to learn.

Our level of commitment to schools is demonstrated through our long-standing relationships, our professional service team, and our vast inventory of print, audiovisual, and digital resources. We are uniquely qualified to provide the key components you need:

- Personalized and professional service
- Quality titles in an array of bindings to meet the specialized needs of your students
- High fill rate and fast turnaround times due to our vast inventory and publisher relationships
- A full range of customizable cataloging and processing options to meet your specific needs for books and media items
- A powerful online ordering service, Titlewave.com, that allows you to search across 12 million PreK-12 books, create lists, and submit orders electronically with or without cataloging specifications.

Our service team is ready to quickly address any questions you have.

Thank you for allowing us this opportunity. We look forward to continuing our relationship with the State of West Virginia. Should you have any questions, please feel free to contact me.

Sincerely,

Kent Bishop

Kent Bishop
Inside Sales Consultant
877.899.8550, ext. 46307
kbishop@follett.com

Bids & Proposals Department
FSSBidAdmin@follett.com

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SPECIAL OFFER

Follett School Solutions, Inc. would like to extend the following offer and incentives to the State of West Virginia. Upon award of this RFP to Follett, the State of West Virginia / Library Commission Culture Center will receive:

20% discount off our online catalog, at titlewave.com net discounted prices, for all print orders. Upon award, the additional 20% discounted pricing will appear on titlewave.com. This discount is reflected on the attached pricing sheet included with this response.

***Offer valid January 1, 2019 through December 31, 2019.**

**The additional discounts offered in this proposal may not be used in conjunction with any other special discounts available from Follett School Solutions, Inc. TitleEZ subscriptions already reflect our standard catalog discount pricing and are excluded from any additional discounts being offered in this proposal.*

TITLEWAVE TRIAL

At the login page on titlewave.com, enter the following as shown:

Follett Titlewave®

USERNAME
StateWV

PASSWORD
PLM 192

Sign In

[Forgot Username and/or Password?](#)
If registered, you can also sign in with

Google YAHOO!

Welcome to Titlewave, where you can find the best, educationally-relevant materials to support learning. Search our curated content – print books, ebooks and more – and let our resources help you build your curriculum.

Join your fellow education professionals and start using Titlewave.

Sign Up Today

IT'S FREE!

More About Titlewave Products and Services

Trial period is valid for 45 days, or until January 15, 2019.

EXECUTIVE SUMMARY

ABOUT FOLLETT

For more than 140 years, Follett has served as the trusted partner in education for students and educators at all levels of learning. Today, we work with more than 70,000 early childhood, primary and secondary schools, and on more than 1,250 college campuses and 1,600 virtual stores.

Headquartered in Westchester, Illinois, Follett is a \$3.2 billion privately held company. We are the world's largest single source provider of educational materials and technology solutions to PreK-12 libraries, classrooms, learning centers and school districts in the United States and Canada, and we are a major supplier to educational institutions worldwide. We distribute books, reference materials, digital resources, eBooks and audiovisual materials, as well as new and pre-owned textbooks. We are also one of the leading providers of integrated educational technology for the management of physical and digital assets; the tracking, storing and analyzing of academic data; and digital learning environment tools for the classroom focusing on student achievement.

In 2016, Follett acquired Baker & Taylor LLC, a premier worldwide distributor of books, digital content, and entertainment products. Together, Follett and Baker & Taylor are able to offer librarians, patrons, educators and students unprecedented access to the best curated physical and digital content wherever learning and reading take place in the community.

OUR DEDICATED TEAM

An Expert Team of Librarians and Bibliographers works in our McHenry, IL office day in and day out developing custom core lists for your classroom and library needs. Our familiarity with state and national curriculum standards ensures that our lists align with the most current and grade appropriate titles. This team also works on special requests from customers based on their specific needs.

An Expert Team of Catalogers works diligently to enhance the bibliographic data for each and every title we provide. To ensure we create the highest quality MARC records in the industry, we have over 30 catalogers and annotators within our staffs that oversee this task. To benefit your students, special attention is paid to enhancements such as the addition of reading levels, interest levels, annotations, as well as appropriate subject headings. We can also add specific information that relates to your District. We are committed to making sure you are satisfied with every aspect of our products and services as well as the overall experience. Our goal is to create a business relationship in which you turn to Follett for all of your material needs for many years to come.

An Inside Sales Consultant is available to serve your District. Kent Bishop can be reached at 877.899.8550, ext. 46307 or via email at kbishop@follett.com. Kent is available to answer questions and assist you by providing guidance and expertise in the area of selecting a wide range of educational materials to support your educational strategies.

A Customer Service Team is available to assist you with questions pertaining to the availability of titles, order status, and shipping status, and are ready to assist with any special requests that are unique to your

needs. You can reach them directly at 888.511.5114, (option 2) or via email at customerservice@follett.com.

An Expert Team of Sales Support Specialists is at the ready to help you with creating orders via our online catalog and ordering system, titlewave.com. They are experts in collection development and collection analysis in addition to being on top of new educational products and curriculum trends and their impacts on student achievement. Whether you are looking for new books, audiovisual materials, or digital solutions, you can depend on them to provide you with world-class suggestions and solutions. You can reach a School Support Specialist by dialing our toll-free number, 888.511.5114, ext. 45051.

ORDERING SERVICES

DELIVERY/SHIPPING

Follett School Solutions offers FREE shipping and handling on all books, classroom, audiovisual and textbook orders within the United States and its territories.

We provide a 97-100% fill rate within 15 days after receipt of order. If a backorder were necessary, it would be shipped within 60 days after receipt of order. If desired, backorders will not be shipped unless authorized by your administration.

We also offer a “Fast Ship” option for select titles in our inventory that can be shipped within 24 hours of purchase—allowing you to get what you need faster. Available titles are identified with a Fast Ship icon on Titlewave, Follett’s online ordering system. While we always offer free standard shipping (2–5 business days), Fast Ship titles arrive much sooner with the next-day shipping option on eligible titles when paying with a credit card. These titles bypass our cataloging and processing steps, but our Destiny Library Manager software can be used to catalog and shelve the unprocessed Fast Ship books.

RETURNS/WARRANTY

Follett will replace or issue credit for any books, audiovisual materials, or other products that are defective, damaged, or incorrectly processed. We know that students can be tough on books and thanks to our unconditional binding guarantee on FollettBoundSM books, you won’t have to worry. If these titles fail as a result of normal wear and tear, we will replace and deliver them to you at no charge, provided the title is still in print.

INVENTORY

Follett’s McHenry, IL and Woodridge, IL Service Centers are stocked with an immense number of PreK-12 classroom and library products. We are ready and able to fill and deliver your orders within your timeframe. Our inventory numbers include:

- Over 3.2 million units (296,000 titles) in inventory in our McHenry Service Center
- Over 5.6 million units (40,000 titles) in New and Used Textbooks in our Woodridge Service Center
- Over 600,000 eBooks
- Over 244,000 audiovisual titles
- Over 105,000 foreign language titles
- Over 12,000 interactive manipulative items to support Early Childhood development

Baker & Taylor’s service centers are located in Bridgewater, New Jersey; Commerce, Georgia; Momence, IL; and Reno, Nevada with total inventory of over 18 million units (1 million titles).

Our Service Centers are more than just large warehouses—numerous tasks are completed within these hubs of operation so that our customers receive only the best quality materials at the most efficient rate.

CATALOGS

FOLLETT'S PAPER CATALOGS

Specialized paper catalogs will be provided to your school district throughout the school year. In addition, Follett School Solutions, Inc. hosts the following online ordering tools and catalogs:

ONLINE CATALOGS

For library, classroom, early learning and instructional materials visit: titlewave.com.

For textbooks visit: classroom.follettlearning.com.

To find information on all of Follett's products, visit follettlearning.com.

TITLEWAVE®

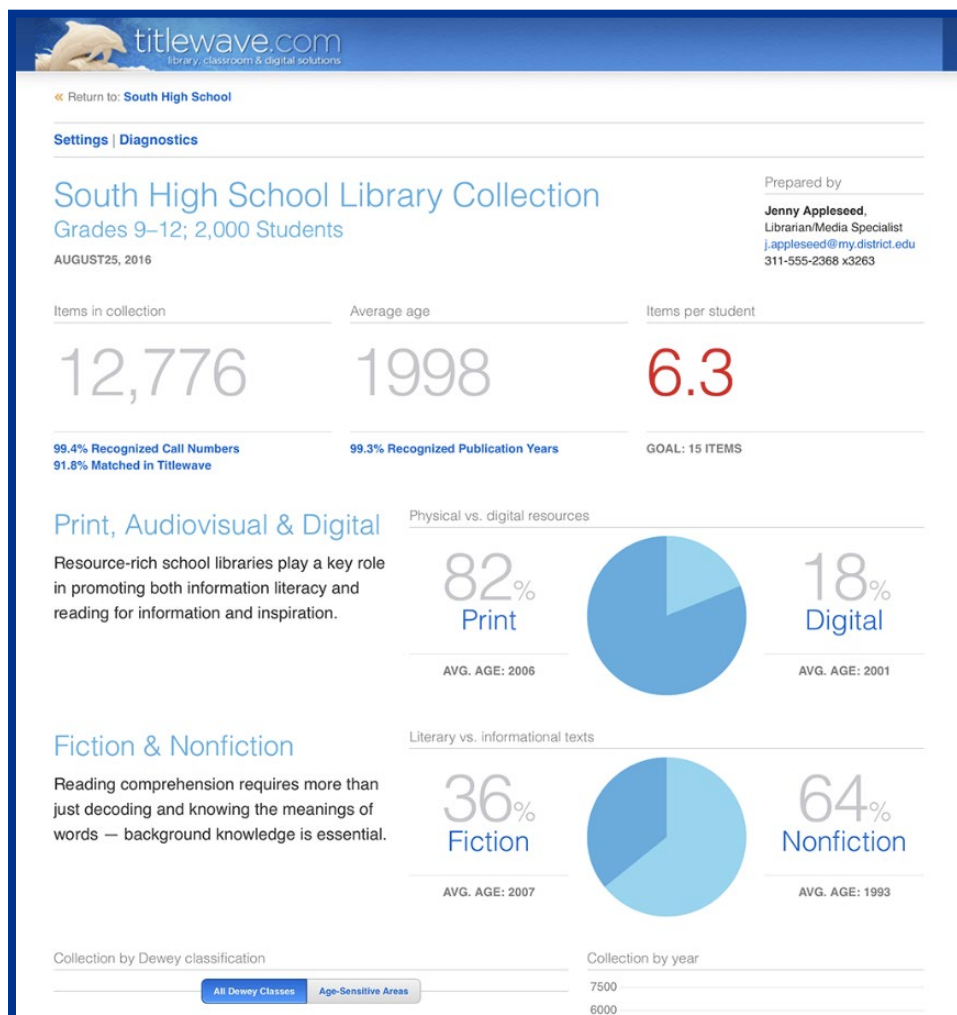
Fill your library with the newest, most sought-after books to keep your students excited about reading! Titlewave.com is the most powerful online collection development and curriculum support resource available for your school, library, or classroom needs. You will be able to create lists of books, audiovisual materials and other educational materials, and submit quotes and/or orders electronically with or without cataloging specifications. Search across 12 million PreK-12-appropriate books, from picture books for young readers to timeless classic literature.

The screenshot shows the Titlewave.com website interface. At the top, there is a navigation bar with 'Your Account', 'Order History', and 'Saved Lists'. Below this is a search bar with 'Shop by Department' and 'All' selected. A promotional banner reads: 'Introducing an Entirely New Way to Explore! Follett's curriculum experts apply real-life experience – as teachers, librarians, and administrators – to connect educators with exemplary content, technology and support. Learn more about Follett's unique Curriculum Tags and how they can help you support your learning objectives.' Below the banner, there is a section titled 'Explore All of Titlewave' with a search bar for tags. A list of genres is displayed, including Action & Adventure (4841), Authentic Literature (84), Biography (9142), Classic Literature (2524), Detective Story (157), Drama (110), Epistolary (153), Fairy Tales (442), Folktale (596), Historical Fiction (6083), American Literature (2), Autobiography (287), British Literature (2), Classic Retellings (792), Diary/Journal (Fiction) (6), Dystopian (1137), Essay (109), Fantasy (11471), Graphic Novel & Comics (8905), Horror & Ghost Stories (1445), Animal Tales (625), Biographical Fiction (119), Circular Story (46), Cumulative Tales (217), Diary/Journal (Nonfiction) (74), Epic (67), Fable (339), Folklore (50), Historical Document (258), and Humor (3573).

Titlewave allows you to stock your library comprehensively and easily with our 24/7-access collection development. Whether you're looking for hardbound, pre-bound, eBook, paperback, audiovisual, board, toy/movable, or big book formats, Titlewave provides search function by title, author, FLR, and ISBN. So you don't have to rush through your list making process, the prices on your lists are guaranteed for 60 days. Titlewave.com is available 24 hours a day, 7 days a week and offers time-saving features such as:

TITLEWISE® – ONLINE COLLECTION ANALYSIS

TitleWise makes it easy for you to identify the strengths and areas of need in your school and district library collections as well as view and/or print reports, graphs, and charts that help you concentrate on the areas that may need improvement. **This service is available at no charge.**



TITLECHECK™

TitleCheck will help you avoid ordering unwanted duplicate titles that you may already own. This will help you save time in the process of collection development and ordering new materials.

TITLEMAP™

Your Sales Consultant can work with you to develop an efficient and economically effective plan to enhance your collection. Our TitleMAP™ plan will help you establish a budget, weed obsolete titles, and set library goals.

CURRICULUM TAGS

Follett's curriculum experts apply real-life experience—as teachers, librarians, and administrators—to connect educators with exemplary content, technology and support. Titlewave's Curriculum Tags make it easy to find quality library books by exploring a variety of genres, subjects and themes, or dig deeper and discover materials to support teaching by key skills, text structure and text type.

You can also access specific tags such as "Bullying," "Support Struggling Reader" or "Primary Sources." Our curriculum experts apply real-life experience as teachers and administrators to connect you with exemplary content, technology and support.

ARTIFACT™ - ENHANCED METADATA TAGS



Follett has partnered with Unbound Concepts through their platform, Artifact. Artifact helps districts, teachers, librarians and curriculum buyers discover the best content for their students. It does this by cataloging the topics, themes, concepts, K-12 educational objectives and literary elements in content—all of which can be found in the form of enhanced metadata tags in Titlewave.

While conventional metadata tags for books include basic information (such as subject, author, and publisher), these enhanced metadata tags allow you the opportunity to provide evidence-based curation. This means you can ensure your print and digital text collections support exactly what your students need and align with your instructional objectives.

Each artifact includes three key items:

1. An **artifact type**, which is selected from Unbound Concepts taxonomy.
Examples: *How does this story provide examples of compare and contrast? How does this story reveal examples of characters making predictions? How does this story provide examples of female protagonists?*
2. A **rationale**, which is written by a teacher and shows how and why the artifact is in the text.
3. A **quotation from the text** to provide direct evidence.

Artifacts are created by specialists at Unbound Concepts, and are reviewed by the publishers they are created for to maintain quality and accuracy. Artifacts are not currently available for every title on Titlewave. If a title has artifacts available, they will be displayed under the **Support Your Learning Objectives** header.

Support Your Learning Objectives

Artifacts by Unbound Concepts

Basketball

Just when Josh has nearly given up on perfecting his crossover, he succeeds and sinks the game-winning shot at the most important game of the season.

One . . . It's a bird, It's a plane. No, it's up up uppppppppppp. My shot is F L O W I N G, Flying, fLuTErInG OHHHHHHHH, the chains are JINGALING ringaling and SWINGALING Swish. Game/over.

Coming of age

After Josh's father, Chuck, dies from a heart attack before he turns forty, Josh confronts the challenges of grieving, loss, and moving forward for the first time.

I am unprepared for death. This is a game I cannot play. It has no rules, no referees. You cannot win.

Growing up

When twelve year old Josh's father, Chuck, is hospitalized with a heart condition, Josh begins to think about life and death, and about how much he needs his father, as he navigates the challenges of growing up.

So, if you're listening, I'd like to know, when did you decide to jump ship? I thought you were Da Man. And one more thing: If we make it to the finals, I will not miss the big game for a small maybe.

[See all 7 Artifacts ...](#)

Example of Artifacts for *The Crossover* by Kwame Alexander

ORDER HISTORY

You will have the ability to track your orders on-line from start to finish by looking at the current status, as well as the history. In addition, you will be able to print invoices and link to FedEx for exact shipping information.

TITLEWAVE SUPPORT TEAM

If you would like to speak to a person regarding your book, audiovisual, or digital needs, Follett has a team dedicated to serving you. Your Sales Consultant will be happy to demonstrate titlewave.com for one person or a group. Also available to you are a team of School Support Specialists that are immediately available from 7am to 5pm Central Time. If you need someone to help you with titlewave.com or analyze your library collection, just give them a call at 888.511.5114, ext. 45051. You can also email any inquiry directly to them at sss@follett.com.

ONLINE HELP

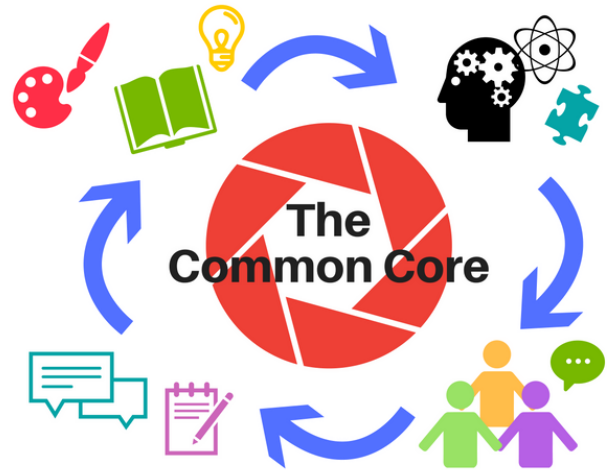
You can also visit www.titlewave.com/go/tutorials to view online video tutorials that cover how to handle key tasks and navigate all the great features Titlewave has to offer.

FOLLETT OFFERINGS

COMMON CORE STATE STANDARDS

Resources for grades PreK–12 offer a wide selection of nonfiction and fiction titles from outstanding publishers of educational materials. These selections represent a variety of genres, text structures and complexity to support the development of literacy skills, math concepts and core content knowledge.

The materials you need to get started supporting...



Time-saving, All-in-one Bundles

From math concepts to text exemplars, our expert-recommended Common Core publisher bundles include all the titles and educational materials you need to connect core knowledge with higher-learning skills; creativity, critical thinking, communication, and collaboration.

Follett Classroom Libraries

Follett Classroom Libraries offer the widest selection of titles for your classroom from trusted publishers; including informational texts, classics and new releases organized by content area, theme, genre and Guided Reading Levels. Ensure your students have access to quality core content and diverse text types so they learn to love reading.



INDEPENDENT READING LIBRARIES

Support students' personal reading pleasure and give them easy access in the classroom. These bundles include genre sets, multicultural sets, high-interest topics in fiction and nonfiction, content area sets, early learning libraries and Spanish/multicultural libraries.

GUIDED READING/SMALL GROUP LIBRARIES

These Guided Reading bundled collections include leveled texts in sets of six to allow teachers to support and guide students with reading strategies on their instructional level in small group instruction. Bookroom options are also available.

TEACHER RESOURCE LIBRARIES

Teacher Resource bundled collections include text sets used by the teacher for instructional purposes, such as read-alouds (big books), mini lessons/mentor texts, shared reading and literature studies. Some of these sets are packaged with teacher guides.

CUSTOMIZED LIBRARIES

We can customize any of these bundles to meet your classroom's needs, including the option to add various storage solutions, like bins and bookshelves.

WHAT'S IN A TYPICAL CLASSROOM LIBRARY?

- ✓ 300-600 books (starter library)
- ✓ Variety of titles, genres, themes, topics, and content areas
- ✓ High interest titles
- ✓ Wide range of reading levels

SAMPLE CLASSROOM LIBRARY CONTENT:

- Favorite (current/new) informational texts
- Content Area for grade level – Math, Social Studies, Science
- Classics/Literary Texts
- Popular series and/or popular authors
- Genres – Historical Fiction, Realistic Fiction, Fantasy/Science Fiction, Biographies, Poetry, Fables/Folktales

You can also check out our professional development course **Fire Up Reading with Great Classroom Libraries**, which details how to incorporate your classroom library into your lessons, by visiting follettlearning.com/pd.

STORAGE SOLUTIONS

With three rows of bin storage there are endless organization possibilities within the classroom or library. Follett's Classroom Library Carts are the ideal height for students and teachers to easily view and take books out of. Here are some possible configurations for our mobile carts:

For the bins, there are two different options; both of which can be used in any of the shelving configurations.



FollettClassroom# 4188338

Large Open Bin: 12 9/16" L x 15 5/8" W x 6" D (outer measurements)



FollettClassroom# 4188339

Small Open Bin: 6"H x 15 5/8" L x 6 1/2" D

Also available:

FollettClassroom# 4188335 Standard Bin	FollettClassroom# 4192960 Short Shelving (holds 9 bins)
FollettClassroom# 4192960 Half Bin	FollettClassroom# 4188335 Tall Shelving (holds 18 bins)

Estimated Bin Formula for Large Bins (Plastic or Corrugated):

Grade Level	Books per Large Bin
PreK – 1 st	50
2 nd – 3 rd	35
4 th – 5 th	25
Middle + (novel sets)	Approx. 30* (*If 5.5" wide or less – can go side by side)

MOBILE CARTS:

FollettClassroom# 4192960

- Features: (18) Small open bins, 2" locking casters
- Frame Measures: 36 1/2" H x 40 1/2"W x 15 3/4"D
- Small Open Bin Measures: 6" H x 15 5/8" L x 6 1/2"D
(NOT FOLLETT BRANDED)
- 10 Year Frame Warranty
- Lifetime Bin Warranty



FollettClassroom# 4192959

- Features: (6) Divided large bins, (3) open bins, 2" locking casters
- Frame Measures: 36 1/2" H x 40 1/2"W x 15 3/4"D
- Bin Measures: 12 9/16" L x 15 5/8" W x 6"D
(NOT FOLLETT BRANDED)
- 10 Year Frame Warranty
- Lifetime Bin Warranty



Follett also offers stationary classroom units with bins:

FollettClassroom #4188336

- Features: Magnetic dry-erase board, (12) Open bins, a storage pocket center, Build to its full height (57"H) or as two separate standing units (31"H)
- Frame Measures: Two Separate Units: 31" H x 41" L x 15D
- Assembled as One Full Height Unit: 57"H
- Open Bins Measure: 12 9/16" L x 15 5/8" W x 6" D (outer measurements)
(NOT FOLLETT BRANDED)
- 5 Year Frame Warranty
- Lifetime Bin Warranty



FollettBoundSM Books

We know that wear-and-tear takes its toll on books, so Follett supplies over 50,000 FollettBound titles that are pre-bound according to strict standards and will withstand countless circulations. FollettBound books represent an exceptional value when selecting titles for your library as well as your classroom. Every FollettBound binding is also accompanied by a lifetime guarantee!

LIBRARY BINDING INSTITUTE SPECIFICATIONS



The Library Binding Institute (LBI) has created specifications for pre-bound and reinforced paperback titles. Our FollettBound bindery works diligently to ensure that our titles meet these specifications. LBI specifications, such as the use of library sewing, squared corners, illustrated covers, superior cover protection, the use of durable and flexible adhesives, and reinforced cloth end sheets are all examples of

OUR PRE-BOUND BOOKS ARE BUILT TO LAST!

Wear and Tear Resistant

Our polyester endsheets are stronger than standard cotton and won't yellow or fall apart.



Extended Shelf Life

Our covers and spines hold their shape thanks to our high-quality binder board.

Unmatched Durability

Polyurethane Reactive (PUR) glue and high-strength polyester thread provide exceptional strength without sacrificing flexibility.

Student-Enticing Covers

Digitally-printed, full-color covers provide excellent full-color reproduction. Durable 2.0 mil. nylon film covers improve strength and clean easily.

specifications that are followed when creating FollettBound books.

LAMINATED COVERS

Our laminated covers extend the shelf life of your paperback books! The tough, clear material protects against marks, spills and every-day wear-and-tear. These covers are also pre-applied, so your books arrive ready to distribute to your students.

Makerspace

Follett proudly offers Makerspace bundles and project kits for PreK-12 school libraries and classrooms. Makerspace is an exciting initiative that brings exploration, creativity, and hands-on learning to the library and beyond. With Makerspaces, students work on their own or in teams to build, create, learn, and solve. Covering topics like robotics, physics, coding, electricity, and more, our Makerspace starter bundles for schools include full project kits and paired books to encourage further relevant reading.

Makerspace projects:

- ✓ Engage students in hands-on projects
- ✓ Develop problem-solving skills and encourage self-direction
- ✓ Foster teamwork, decision-making, creativity, and higher-level thinking
- ✓ Support STEM, social studies, and vocational education curriculum

OUR MOST POPULAR MAKERSPACE PRODUCTS:

[The Breakout EDU Kit & Platform Access \(#1050VM7\)](#)

The Breakout EDU kit includes everything you need to play over 450 games created for the classroom environment. The kit includes 12 months of access to our Breakout EDU Platform that contains 10+ Subject Packs. Each Subject Pack comes with Breakout EDU kit games developed for a wide variety of curriculums targeting some of the most commonly taught topics. In addition, Platform Access also unlocks the Breakout EDU Digital Game creator, a tool that allows the easy creation and sharing of digital games.

Includes:

<ul style="list-style-type: none"> • 1 large breakout EDU locking box • 1 small breakout EDU locking box • 1 hasp, 1 alphabet multilock • 1 directional multilock • 1 color wheels for multilock • 1 shape wheels for multilock • 1 number wheels for multilock • 1 three-digit lock • 1 four-digit lock 	<ul style="list-style-type: none"> • 1 key lock (with three identical keys) • 1 deck of reflection cards • 1 red lens viewer • 1 UV light • 1 invisible ink pen • 1USB thumb drive (blank) • 2 hint cards • 3 "AAA" batteries
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Creative LEGO Brick Set (#1366DL5)

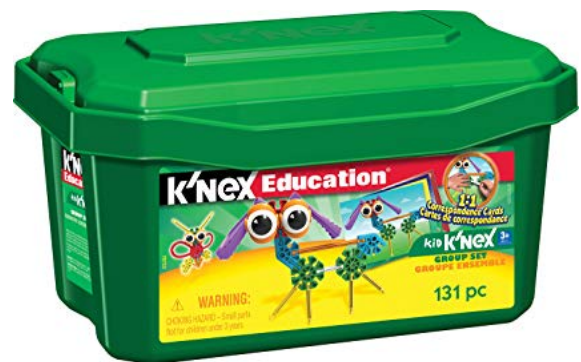
This set includes 1,000 LEGO pieces in a variety of shapes, sizes, and colors designed to promote fine motor skills and creativity.



Kid K'NEX Group Set (#1198NB6)

This set contains plastic Kid K'NEX parts that can be reused and cards that show on a 1-to-1 scale how to construct models of eight different animals.

Includes: 131 Kid K'NEX pieces (including eyes), eight two-sided 1:1 correspondence building cards, and a plastic container.



Ozobot Bit – Competition Series (#1244JB9)

Expand your child's horizons with the help of Ozobot Bit, the tiny smart robot. There is no end to the possibilities, as your child creates a different landscape of adventures, games and coding with Ozobot Bit.

Includes: black and white OzoSkins and 2 bonus skins, carrying pods, OzoUSBs, and OzoCards. Also comes with web and printable games and activities, along with free iOS & Android apps.



Code & Go Robot Mouse Activity Set (#1116PF7)

The Code & Go Robot Mouse Activity Set is designed to introduce students ages five and up to coding concepts and promote analytical thinking and problem solving skills. Students can build their maze, program the sequence of steps, and then watch Colby race to find the cheese!

Includes: robot mouse, 16 maze grids, 22 maze walls, 3 tunnels, a cheese wedge, 30 double-sided coding cards, 10 double-sided activity cards, and an activity guide. Requires 3 AAA batteries, not included.



Dash (#1118BD1)

Dash is a real robot, charged and ready to play out of the box. Responding to voice, navigating objects, dancing, and singing, Dash is the robot you always dreamed of having. Use Wonder, Blockly, and other apps to create new behaviors for Dash—doing more with robotics than ever possible. No books or camps needed!

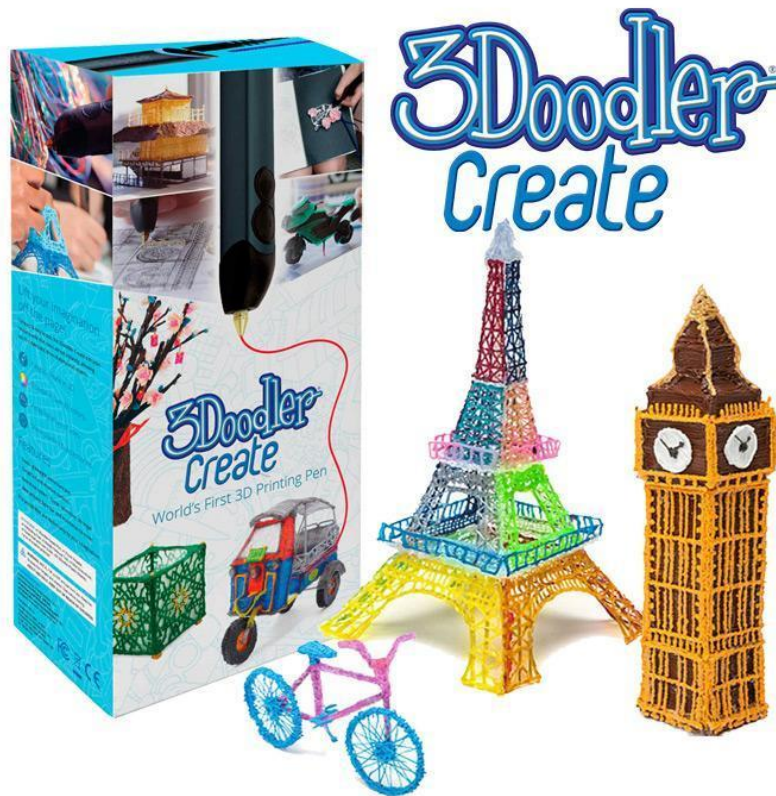
Includes: 1 Dash, 1 charging cord, 2 building block connectors, and 1 building instruction booklet.



3Doodler Create: The World's First 3D Printing Pen (#1148QD7)

If you can scribble, trace or wave a finger in the air, you can use the 3Doodler 2.0. The possibilities are limited only by your imagination. The redesigned 3Doodler 2.0 is the world's best 3D pen that lets you draw in 3D, sculpting amazing objects and models from the ground up. Try making an Eiffel Tower, a skyscraper, or anything else you can imagine.

Includes: 1 3Doodler create pen, 1 power adapter, 1 unblocking tool, 1 nozzle removal tool, 1 mini screwdriver, 1 quick start and user guide, and 50 3Doodler plastic strands.



Cardboard Construction Toolset (#1116UF3)

Makedo is a cardboard construction system for 21st century thinking, making and play.

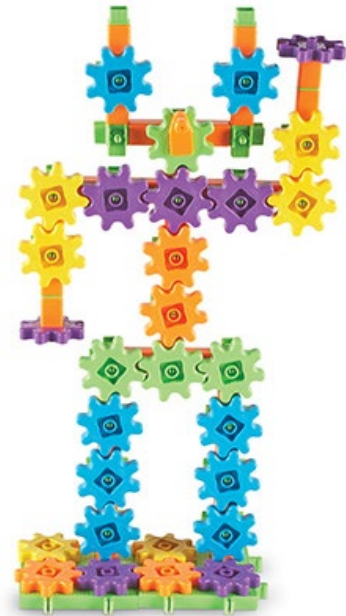
Includes: 360 reusable parts; 10 scru drivers, 225 scrus, 100 scru XLs, 15 minitools, 10 safe saws, and one storage pouch.



Gears! Gears! Gears! 150-piece Super Building Set (#0864AB8)

Challenge your budding engineer to build more with this 150-piece super set. The giant storage tub of colorful, spinning gears will put creativity, motor skills, and hands-on construction play to the test. So get ready to snap these sturdy plastic pieces into place and create something amazing with this engineering toy. Compatible with all other Gears!Gears!Gears!® sets for even more imaginative fun.

Includes: 66 gears, 36 square pillars, 31 six-way axles, 8 pillar connectors, 7 bases, 2 handles, and 1 activity guide.



DEVIATIONS

Follett respectfully submits the following:

Page 15

Liquidated Damages

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____

Liquidated Damages Contained in the Specifications

Follett submits:

Follett takes exception to any and all language related to liquidated damages. No liquidated damages, special, consequential, incidental, direct or indirect damages shall apply in any case.

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5. Catalog

5.1 Submission. Vendor must submit its Catalog prior to award of this Contract for evaluation purposes. Vendor shall also mail the Catalog free of charge to any Agency desiring to use this Contract if the Catalog is not electronically entered into wvOASIS. Vendor may be required to input its Catalog data into wvOASIS utilizing the format required by wvOASIS. Copies of the Catalog may also be requested in an electronic format. Vendor's Catalog, or data from the Catalog entered into wvOASIS will be used by Agencies to order Eligible Items under this Contract.

Follett submits:

Follett School Solutions, Inc. offers our complete catalog online at titlewave.com and is updated daily. Registration is free and takes only a minute to register.

Our specialized paper catalogs will be provided to your school district periodically throughout the school year upon acceptance of this bid.

Specifications:

5. Ordering and Payment:

5.2 Invoicing and Payment: **Vendor shall indicate the discount received on each invoiced submitted for payment.** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

Follett submits:

The net discounted price to be paid per item is reflected on each invoice.

6. Delivery and Return:

6.1 Delivery Time and Place: **Vendor shall deliver standard orders within 14 working days after orders are received. Vendor shall deliver emergency orders within 7 working days after orders are received.** Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. Eligible Items must be delivered to Agency at West Virginia Library Commission, ATTN: State Library Services Division, 1900 Kanawha Blvd. E., Culture Center, Charleston, WV 25305.

Follett submits:

We provide a 97-100% fill rate within 15 days after receipt of order. If a backorder were necessary, it would be shipped within 60 days after receipt of order. If desired, backorders will not be shipped unless authorized by your administration.

We also offer a "Fast Ship" option for select titles in our inventory that can be shipped within 24 hours of purchase—allowing you to get what you need faster. Available titles are identified with a Fast Ship icon on Titlewave, Follett's online ordering system. While we always offer free standard shipping (2–5 business days), Fast Ship titles arrive much sooner with the next-day shipping option on eligible titles when paying with a credit card. These titles bypass our cataloging and processing steps, but our Destiny Library Manager software can be used to catalog and shelve the unprocessed Fast Ship books.

CATALOGING AND PROCESSING SPECIFICATIONS



Book Processing & Cataloging Specifications

Contact Name _____	<input type="checkbox"/> I am a new Follett customer
Title _____	Date _____
Phone _____	Purchase Order Number _____
Home Phone (optional) _____	Funding Source _____
Fax Number _____	Do Not Exceed \$ _____
email (school) _____	Need-By Date (if applicable) _____
email (home-optional) _____	This order is for: <input type="checkbox"/> Library/Media Center Use <input type="checkbox"/> Classroom Use

What school is this order for? _____

Bill To:	Ship To: (if different from "Bill To")
ATTN: _____	ATTN: _____
School/District _____	School/District _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Additional Information For International Orders:	Additional Information For International Orders:
Province/Country _____	Province/Country _____
Postal Code _____	Postal Code _____

Book Processing & Cataloging Information (Please choose 1, 2 or 3.)

1. No processing & cataloging needed.
2. Use processing & cataloging options on file at Follett
(Complete A-E as appropriate & send in your order).
 - A. Use next bar code number on file.
 - B. My starting bar code number for this order is _____.
 - C. I do not require bar codes.
 - D. I want Accelerated Reader® processing on all Accelerated Reader books. (See page 4 for details.)
 - E. I want Reading Counts™ processing on all Reading Counts books. (See page 4 for details.)
3. Use processing & cataloging options indicated on pages 3-7 of this order form.
 - These are permanent changes to my book processing & cataloging specifications.
 - These are one-time changes to my book processing & cataloging specifications.

Set up, review, change your processing & cataloging specifications at titlewave.com!

Credit/Procurement Cards

Visa MasterCard Discover American Express

Please do not disclose your credit card number. We will contact you by telephone for this information.

Contact name _____ Phone _____

Invoice Information

Sequence (check one): Title Author Same sequence as my order list

Special Instructions/Information:

Standard Book Processing Packages

1. **Book Automation Processing (all materials attached)**..... 69¢ per book
 (Electronic catalog record, bar code label with protector, spine label* and mylar choice)
 Free mylar on books with dust jackets No mylar
2. **Book Automation Processing Plus Cards (all materials attached)**..... 99¢ per book
 (Catalog card set, electronic catalog record, bar code label with protector, spine label* and mylar choice)
 Free mylar on books with dust jackets No mylar
3. **Book Nonautomated Processing (all materials attached)**\$1.09 per book
 (Catalog card set, pocket, borrower's card, spine label* and mylar choice)
 Free mylar on books with dust jackets No mylar
4. **Book Do-It-Yourself Kits (materials not attached)**..... .89¢ per book
 (Catalog card set, self-adhesive pocket, borrower's card and spine label*)
 Free mylar on books with dust jackets No mylar

* Please Note: If books do not have mylar, spine label will have protector.

Standard Individual Items

5. **Electronic catalog record** 11¢ per book
6. **Bar code label with protector** 11¢ per book
 Attached* Not attached
7. **Spine label (with protector if no mylar)** 11¢ per book
 Attached* Not attached
8. **Lexile label (with protector if no mylar)** 11¢ per book
 (Includes Lexile Measure in MARC Record)
 Attached* Not attached
9. **Shelflist card** 11¢ per book
 (Note: Shelflist card is included in options 2, 3, 4, 15 and 18.)
10. **Date due slip** 11¢ per book
 Attached* Not attached
11. **Borrower's card** 11¢ per book
12. **Pocket (self-adhesive)**..... 34¢ per book
 Attached* Not attached
13. **Mylar on books with dust jackets (only available attached)** 59¢ per book
14. **Theft detection (only available attached)***..... 59¢ per book
15. **Catalog card set** 79¢ per book
16. **Laminated covers on paperbacks (only available attached)**.....\$2.49 per book

* Please Note: If you choose "Attached" on any one or more of 6, 7, 8, 10 or 12 or if you choose 14 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17, or 18.

Fountas & Pinnell Guided Reading Level Labels

- Unattached 11¢ per book
- Attached 59¢ per book



Always Free Shipping
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Reading Program Processing Packages

(Only applies to books with Accelerated Reader® or Reading Counts™ information.)

17. Reading Program Automation Processing (all materials attached) 79¢ per book

Choose Reading Program: Accelerated Reader Reading Counts

[Electronic catalog record including reading program tag, your choice of the small book information label or the large book information label, bar code label with protector (attached), spine label* (attached) and mylar choice (attached)]

- Small book info label OR Large book info label
 ___attached (above spine label) *OR* ___unattached ___attached (front flyleaf) *OR* ___unattached
 Free mylar on books with dust jackets No mylar

18. Reading Program Automation Processing Plus Cards (all materials attached) \$1.09 per book

Choose Reading Program: Accelerated Reader Reading Counts

[Catalog card set, electronic catalog record including reading program tag; your choice of the small book information label or the large book information label, bar code label with protector (attached), spine label* (attached), and mylar choice (attached)]

- Small book info label OR Large book info label
 ___attached (above spine label) *OR* ___unattached ___attached (front flyleaf) *OR* ___unattached
 Free mylar on books with dust jackets No mylar

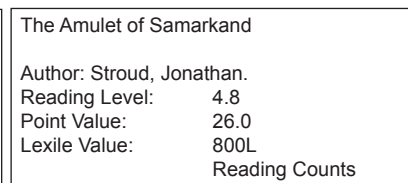
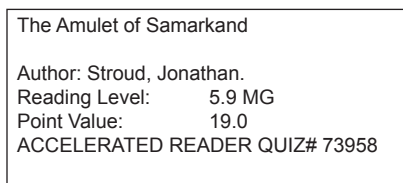
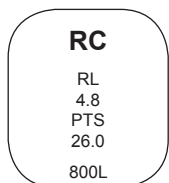
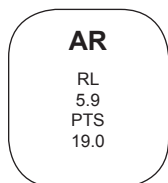
* Please Note: If books do not have mylar, spine label will have protector.

Small Label*

Includes reading level & point value.
 Reading Counts automatically includes Lexile measure, if available.

Large Label*

Includes title, author, reading level, point value, reading program name.
 Accelerated Reader includes interest level and quiz number.
 Reading Counts automatically includes Lexile measure, if available.
 Include Lexile measure on my Reading Program labels.



Individual Items for Reading Program Cataloging & Processing

(Only applies to books with Accelerated Reader or Reading Counts information.)

19. 526 tag in catalog record No Charge

Choose Reading Program: Accelerated Reader Reading Counts

[Includes reading program name, interest level (AR only), reading level, point value, quiz number (AR only) and holding code (if any).]


20. Book information label (small or large) 11¢ per book

Choose Reading Program: Accelerated Reader Reading Counts

[Small label includes reading level and point value. Large label includes title, author, reading level, interest level (AR only), point value, reading program name and quiz number (AR only).]

- Small book info label OR Large book info label
 ___attached (above spine label)* *OR* ___not attached ___attached (front flyleaf)* *OR* ___not attached

21. Orange Accelerated Reader identification sticker 11¢ per book

 Provides easy visual identification of Accelerated Reader titles on library shelves.
 (Sample not to size.)

- Attached (above spine label)* Not attached

* Please Note: If you choose "Attached" on 20 and/or 21 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17 or 18.

22. Electronic data

A. Computer

- Windows Macintosh

B. Automation system

- Destiny
 Other (please include version number) _____

C. Automation system

MARC21 (formerly called USMARC) (electronic file name is "microlif.001")

- ### D. Holding code
- _____ (up to 25 characters in length)
 Identification code of your library, school or library district (primarily used for union catalogs).

E. Online Data Delivery

You'll receive your MARC records online via Titlewave.

23. Bar Code Information

F. Bar code symbology

- Code 39 Codabar Interleaved 2 of 5

G. Bar code length

H. Bar code structure

Material Type Indicator: Patron (2) Library (3) Textbook (4)

School ID/Location: (4 to 6 characters) _____

Check Digit: MOD 10 MOD 43 None

I. Starting bar code number for this order

- Use the next bar code number in my file at Follett
 Use this bar code number: _____
 I have set aside the following bar code range for Follett:
 _____ to _____

J. Personalized bar codes

We will print the name of your library or another message on your bar codes.
 Please indicate how you would like the bar code message to appear. Limit of two lines,
 30 characters/spaces per line. **Use uppercase, lowercase or both.**

First Line

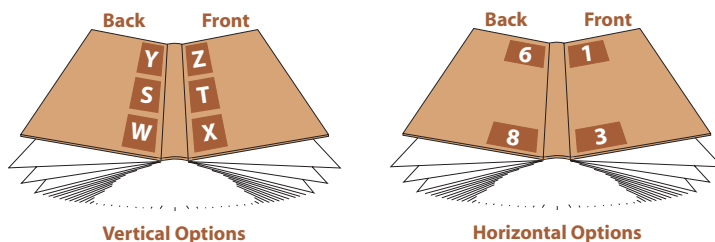
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Second Line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

K. Bar code label position

Circle desired placement on the diagram to the right. Position "Y" is an excellent location for scanning and will not cover title information. Check here if cover information must remain readable .



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24. Theft detection

- 3-M
- Checkpoint
 - Standard (frequency number: _____)
 - Date Due (specify location: _____)

25. Pocket or date due slip location

- Back flyleaf
- Inside back cover
- Front flyleaf
- Inside front cover

26. Pocket or date due slip location

We will print the name of your library or another message on your book pockets. Fill in the following as you would like the message to appear. Limit of two lines, 30 characters/spaces per line.

Use uppercase, lowercase or both. A third line is available to print your funding source.

- Use the same message as my personalized bar codes.

First Line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Second Line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Optional Third Line for Funding Source

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If your order includes audiovisual material, please complete our **A/V Processing & Cataloging Specifications Form**.

We offer a wide variety of specialized processing and cataloging options.

Call **877.899.8550** or email Customer Service at **customerservice@follett.com** for more information.



Book Cataloging Specifications

- Use my cataloging options on file at Follett School Solutions Inc.
- Use cataloging options checked below. The default specification (✧) under each classification is used unless another specification is checked.
 - These are permanent changes to my book cataloging specifications.
 - These are one-time changes to my book cataloging specifications.

1. Subject Headings

- ✧ Library of Congress
- Sears (1)

2. Fiction

- ✧ F with first three letters of author's surname
- FIC with first three letters of author's surname (1)
- First three letters of author's surname (2)
- F with first two letters of author's surname (5)
- F with first letter of author's surname (8)

3. Nonfiction

- ✧ Classification number with first letter of author's surname
- Classification number with first three letters of author's surname (1)
- Classification number with first two letters of author's surname (2)
- Classification number only (4)
- Classification number with author's surname (5)

4. Individual Biography

- ✧ 92 with first three letters of biographee's surname
- B with first three letters of biographee's surname (1)
- 921 with first three letters of biographee's surname (2)
- B with biographee's surname (A)
- 921 with biographee's surname (E)

5. Collective Biography

- ✧ 920 with first letter of author's surname
- 920 with first three letters of author's surname (1)
- 920 with first two letters of author's surname (2)
- BC with first three letters of author's surname (3)
- 920 with author's surname (5)

6. Easy Fiction

- ✧ E with first letter of author's surname
- E with first three letters of author's surname (2)
- First three letters of author's surname (4)
- E with first two letters of author's surname (5)
- Follow fiction options (8)

We offer a number of additional cataloging options. Please call for details.

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7. Special Classification Options

- ✧ No special classification option
- J above classification number for all K-8 books (2)
- J above classification number for all K-3 books except Easy Fiction (3)
- J above classification number for all K-8 books except Easy Fiction (4)
- E above classification number for all Easy Nonfiction (5)

8. Short Story Collections

- ✧ 808.8 with first three letters of author's surname
- SC with first letter of author's surname (1)
- SC with first three letters of author's surname (2)
- SC with first two letters of author's surname (4)
- Follow fiction options (6)

9. Foreign Language Options

- ✧ Classification number assigned by subject
- Language code with first three letters of author's surname (3)
- Language classification number with first letter of author's surname (6)
- Language classification number with first three letters of author's surname (8)
- Language code with classification number assigned by subject (9)

10. Reference

- ✧ Classification number assigned by subject
- R above assigned classification number (1)
- REF above assigned classification number (2)
- REF above assigned classification number with first three letters of author's surname (4)
- R above assigned classification number with first three letters of author's surname (9)

11. Professional

- ✧ No special marking
- P above classification number of professional books (P)
- PRO above classification number of professional books (Q)
- PRF above classification number of professional books (R)
- PROF above classification number of professional books (Z)



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 30 – Printing

Proc Folder: 493467

Doc Description: Addendum 1 - Open-End Contract for Print Library Materials

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-10-16	2018-10-25 13:30:00	CRFQ 0433 LIB1900000002	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Follett School Solutions, Inc.
 1340 Ridgeview Drive
 McHenry, IL 600050
 888-511-5114

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-2157
 brittany.e.ingraham@wv.gov

Signature X

FEIN # 41-1426933

DATE October 17, 2018

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum

Addendum No.01 issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Library Commission to establish an Open-End contract for books and print materials (collectively "Print Library Materials"), per the bid requirements, specifications, terms and conditions attached to this solicitation.

The Contract awarded from this Solicitation shall cover Eligible Items from Vendor's Catalog.

INVOICE TO		SHIP TO	
LIBRARY COMMISSION CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON US	WV25305-0620	LIBRARY COMMISSION CULTURE CENTER 1900 KANAWHA BLVD E CHARLESTON US	WV 25305-0620

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Print Library Materials	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111536			

Extended Description :
Please see the Exhibit A Pricing Page.

If Vendor is submitting bid online, Vendor must submit Pricing Page as attachment. TOTAL BID AMOUNT is the amount Vendor is to enter into wvOASIS commodity line when submitting.

LIB1900000002	Document Phase Draft	Document Description Open-End Contract for Print Library Materials	Page 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: October 10, 2018 at 10:00 AM

Submit Questions to: Brittany Ingraham
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Brittany.E.Ingraham@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
 Department of Administration, Purchasing Division
 2019 Washington Street East
 Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: Open-End Contract for Print Library Materials
 BUYER: Brittany Ingraham
 SOLICITATION NO.: CRFQ LIB1900000002
 BID OPENING DATE: October 18, 2018
 BID OPENING TIME: 1:30 PM
 FAX NUMBER: 304-558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: October 18, 2018 at 1:30 PM

Bid Opening Location: Department of Administration, Purchasing Division
 2019 Washington Street East
 Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance."

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on _____ upon award _____ and extends for a period of _____ one (1) _____ year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General’s office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ three (3) _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General’s office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General’s office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor’s receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor’s receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.
- Automobile Liability Insurance** in at least an amount of: _____ per occurrence.
- Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence.
- Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.
- Cyber Liability Insurance** in an amount of: _____ per occurrence.
- Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
- Pollution Insurance** in an amount of: _____ per occurrence.
- Aircraft Liability** in an amount of: _____ per occurrence.
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Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____

Liquidated Damages Contained in the Specifications

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

14. PAYMENT IN ARREARS: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts (“Other Government Entities”), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider’s employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Revised 06/08/2018

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Bid Administrator, 888-511-5115 / fssbidadmin@follett.com

(Name, Title)

Kent Bishop, Inside Sales Representative

(Printed Name and Title)

1340 Ridgeview Drive, McHenry, IL 60050

(Address)

877-889-8550, X46307 / 888-852-5458

(Phone Number) / (Fax Number)

kbishop@follett.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Follett School Solutions, Inc.

(Company)



(Authorized Signature) (Representative Name, Title)

Jerry J. Perez, Vice President

(Printed Name and Title of Authorized Representative)

October 17, 2018

(Date)

888-511-5114 / 800-852-5458

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Print Library Materials

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Library Commission to establish an Open-End contract for books and print materials (collectively "Print Library Materials".) The Contract awarded from this Solicitation shall cover Eligible Items from Vendor's Catalog.

This will be a single vendor contract and its intended use will be for the West Virginia Library Commission Reference Library collection and Special Services Collection.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 **"Catalog"** means the price list or sales catalog that includes all items that Vendor can and will sell under this Contract.
- 2.2 **"Catalog Price"** means the lowest price listed for an Eligible Item in Vendor's Catalog. (Ex. A box of 200 tissues priced at \$4.00 per box has a catalog price of \$4.00. A crate of tissue boxes priced at \$400.00 has a catalog price of \$400.00).
- 2.3 **"Discount Percentage"** means the percentage discount that Vendor will apply to all Agency purchases of Eligible Items in a given product category
- 2.4 **"Discounted Price"** means the price that the Vendor will charge Agencies for the purchase of Eligible Items under this Contract. The Discounted Price is the Catalog Price reduced by the Discount Percentage.
- 2.5 **"Discounted Unit Price"** means the discounted price of one Unit of an Eligible Item purchased under this Contract. The Discounted Unit Price will only be used for evaluation purposes.
- 2.6 **"Eligible Item"** means any item contained in Vendor's catalog that Vendor can and will sell to the State under this Contract and includes generally books, audiovisual materials, and electronic resources (collectively "Library Materials".)
- 2.7 **"Pricing Page"** or **"Pricing Pages"** means the schedule of prices, Discount Percentage, estimated usage, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.

REQUEST FOR QUOTATION
Print Library Materials

- 2.8 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.9 **“Total Bid Cost”** means the sum of the bid total column on the Pricing Pages shown below the bid total column and identified as the total bid cost.
- 2.10 **“Unit”** means the smallest measurable amount of an Eligible Item and is identified on the Pricing Pages in the Unit column. The Unit will only be utilized for bid evaluation purposes.
- 2.11 **“Unit Price”** means the price of an individual unit of an Eligible Item as shown on the Pricing Pages.
- 2.12 **“Units Provided for Catalog Price”** means the total number of units of an Eligible Item contained in the package advertised for sale in Vendor’s Catalog that corresponds with the Catalog Price. (Ex. A box of 200 nuts advertised in vendor’s catalog for \$4.00 has a Units Provided for Catalog Price of 200. A crate of nuts advertised in Vendor’s catalog for \$400.00, each containing 100 boxes with 200 nuts per box, yields a Units Provided for Catalog Price of 20,000.)

3. GENERAL REQUIREMENTS:

- 3.1 **Mandatory Eligible Item Requirements:** Eligible Items must meet or exceed the mandatory requirements listed below.
- 3.1.1 Eligible Items must be in compliance with current copyright and intellectual property laws.
- 3.1.1.1 Vendor shall be able to provide Adult Fiction and Nonfiction print titles.
- 3.1.1.2 Vendor shall be able to provide Teen Fiction and Nonfiction print titles.
- 3.1.1.3 Vendor shall be able to provide Juvenile Fiction and Nonfiction print titles.
- 3.1.1.4 The vendor shall operate a website that provides the Library Commission with bibliographic information and stock information as well as the ability to create individual shopping carts that can be managed by a central administrative account.

REQUEST FOR QUOTATION
Print Library Materials

3.1.1.5 The vendor shall provide suggested selection lists for adult fiction, adult nonfiction, teen and juvenile, from which Library Commission staff may select titles. These selection lists shall be created by vendor's staff, rather than by the vendor's other customers.

3.1.1.6 Vendor shall offer the ability to place standing orders via its website or some similar means. The Library Commission shall be able to place standing orders for new titles, cancel standing order titles, and claim volumes in standing orders that were not received.

3.1.1.7 Vendor should provide optional processing services e.g. plastic jacket applied per item, plastic jacket loose per item, spine label applied per item, plastic jacket/spine label applied per item, upon Library Commission requests.

4. CONTRACT AWARD, PERCENTAGE DISCOUNT, CATALOG:

4.1 Contract Award: This Contract is intended to provide the Agency with a **single discounted price** on all Eligible Items. The Contract shall be awarded to the Vendor that meets the Solicitation specifications and provides the lowest Total Bid Cost for the Eligible Items listed on the Pricing Pages.

4.2 Discount Percentage: Vendor shall quote a **single discount percentage** that will reduce the lowest price shown in the Catalog for every Eligible Item. The resulting Discounted Price shall be the price Agencies pay for purchases of that Eligible Item under this Contract.

Vendor shall not incorporate Discount Percentages into its Catalog unless the Vendor clearly shows the Catalog Price and then separately lists the applicable **single Discount Percentage** and the Discounted Price for each Eligible Item.

The Discount Percentage and subsequent Discounted Price derived from that discount must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate **single Discounted Unit Price** for items purchased under this Contract.

4.3 Pricing Pages: Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each frequently purchased Eligible Item includes the Vendor's Eligible Item manufacturer, the manufacturer's number for each Eligible Item, Catalog Prices,

REQUEST FOR QUOTATION
Print Library Materials

Units Provided for Catalog Price, Unit Prices, Discount Percentage, Discounted Unit Prices, and item total costs. The Vendor should also include the Total Bid Cost. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified.

It is intended that vendor bid a single discount percentage per category. The discount percentage bid in Discount Percentage column should match the Discount Percentage bid for the List of Discount Percentages.

The Pricing Pages contain a list of frequently purchased items and estimated unit quantity that will be purchased. The estimated unit quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendors are **strongly encouraged** to complete the Pricing Pages through wvOASIS or electronically in Microsoft Excel. Doing so will reduce the number of, and the possibility for, calculation errors. If Vendor is submitting bid online, Vendor must submit Pricing Page as attachment. TOTAL BID AMOUNT is the amount Vendor is to enter into wvOASIS commodity line when submitting.

If vendor completes Exhibit A Pricing Page electronically, vendor should list their catalogue price and their single discount percentage under "List of Discount Percentages" column.

The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

5. Catalog:

- 5.1 Submission.** Vendor must submit its Catalog prior to award of this Contract for evaluation purposes. Vendor shall also mail the Catalog free of charge to any Agency desiring to use this Contract if the Catalog is not electronically entered into wvOASIS. Vendor may be required to input its Catalog data into wvOASIS utilizing the format required by wvOASIS. Copies of the Catalog may also be requested in an electronic format. Vendor's Catalog, or data from the Catalog entered into wvOASIS will be used by Agencies to order Eligible Items under this Contract.

Vendor should identify all items listed on the Pricing Pages by circling or highlighting those items in its Catalog and earmarking, tabbing, or listing the pages for those items, to assist in the evaluation and verification of the bids and pricing. If any discrepancies exist between the Pricing Pages and the actual price listed in the

REQUEST FOR QUOTATION
Print Library Materials

Catalog, the actual price shall prevail and the Pricing Pages may be corrected by the Purchasing Division buyer for evaluation purposes.

- 5.2 Catalog Modification.** The Purchasing Division may permit Vendor to update its Catalog at each renewal date. Determination of whether or not to allow a Catalog update is at the sole discretion of the Purchasing Division. Any request by Vendor to update its Catalog must include a detailed listing of the following: (1) any Eligible Items being removed, Discounted Unit Prices for those items, Agencies quantity usage of those items, and total spent by Agencies on those items; (2) any Eligible Items being added to the Catalog and the Discounted Unit Price of those items; (3) all changes in the Discounted Unit Price to Eligible Items, estimated usage relating to items that have changed in price, and the total impact of the price change on the State; and (4) justification for updating its Catalog. The Purchasing Division may waive the detailed listing requirement if it finds that doing so is in the best interest of the State. Unless an updated catalog is approved, the Eligible Items available under this Contract and prices for those items shall remain unchanged during the term of this Contract.

6. ORDERING AND PAYMENT:

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this Solicitation. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Vendor shall provide the Purchasing Division with access to its internet ordering portal/website, if one will be used under this Contract, to allow the Purchasing Division to ensure that the requirements of this Contract are being met.

- 6.2 Invoicing and Payment:** Vendor shall indicate the discount received on each invoice submitted for payment. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

REQUEST FOR QUOTATION
Print Library Materials

7. DELIVERY AND RETURN:

7.1 Delivery Time and Place: Vendor shall deliver standard orders within 14 working days after orders are received. Vendor shall deliver emergency orders within 7 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. Eligible Items must be delivered to Agency at West Virginia Library Commission, ATTN: State Library Services Division, 1900 Kanawha Blvd. E, Culture Center, Charleston, WV 25305.

7.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

7.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

7.3 Return of Unacceptable Items: Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

7.4 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

REQUEST FOR QUOTATION
Print Library Materials

8. VENDOR DEFAULT:

8.1 The following shall be considered a vendor default under this Contract.

- 8.1.1** Failure to provide Eligible Items in accordance with the requirements contained herein.
- 8.1.2** Failure to comply with other specifications and requirements contained herein.
- 8.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 8.1.4** Failure to remedy deficient performance upon request.

8.2 The following remedies shall be available to Agency upon default.

- 8.2.1** Immediate cancellation of the Contract.
- 8.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 8.2.3** Any other remedies available in law or equity.

9. MISCELLANEOUS:

- 9.1 No Substitutions:** Vendor shall supply only Eligible Items contained in its Catalog submitted in response to the Solicitation or an updated Catalog approved by the Purchasing Division as described above. Vendor shall not supply substitute items.
- 9.2 Vendor Supply:** Vendor must carry sufficient inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.
- 9.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

REQUEST FOR QUOTATION
Print Library Materials

- 9.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Kent Bishop

Telephone Number: 877-899-8550, X46307

Fax Number: 800-852-5458

Email Address: kbishop@follett.com

Pricing Page Eligible Item Description					Discounted Unit Price Calculation				Bid Total Calculation			
Item #	Product Category	Title	Author	ISBN	Catalogue Price	Discount Percentage	Discount Amount	Discounted Catalog Price	Unit (For Calculation Purposes)	Estimated Unit Qty	Discounted Unit Price	Item Total Cost
I.												
1	Hardcover	One Mission: How Leaders Build a Team of Teams	Chris Fussell	9780735211353	\$23.05	20%	\$4.61	\$18.44	each	1.00	\$18.44	\$18.44
2	Hardcover	One Nation Under Gold	Jame Ledbetter	9780871406835	\$24.81	20%	\$4.96	\$19.85	each	1.00	\$19.85	\$19.85
3	Hardcover	Paradise Valley	CJ Box	9781250051042	\$23.99	20%	\$4.80	\$19.19	each	1.00	\$19.19	\$19.19
4	Hardcover	Inconvenient Sequel	Al Gore	9781635651089	\$22.19	20%	\$4.44	\$17.75	each	1.00	\$17.75	\$17.75
5	Hardcover	I Can't Make This Up	Kevin Hart	9781501155567	\$23.14	20%	\$4.63	\$18.51	each	1.00	\$18.51	\$18.51
II.												
6	Paperback	Books for Living	Will Schwalbe	9780804172752	\$13.65	20%	\$2.73	\$10.92	each	1.00	\$10.92	\$10.92
7	Paperback	Citizen Science	Caren Cooper	9781468315998	\$15.36	20%	\$3.07	\$12.29	each	1.00	\$12.29	\$12.29
8	Paperback	Golden Compass, vol. 1	Philip Pullman	9780553523720	\$8.59	20%	\$1.72	\$6.87	each	1.00	\$6.87	\$6.87
8	Paperback	Barron's GRE		9781438009155	\$23.04	20%	\$4.61	\$18.43	each	1.00	\$18.43	\$18.43
10	Paperback	Official Museum Directory 2017		9780872170605	\$310.01	20%	\$62.00	\$248.01	each	1.00	\$248.01	\$248.01
III.												
11	University Press	Zips on the Pitch	Thomas Bacher	9781937378806	\$17.06	20%	\$3.41	\$13.65	each	1.00	\$13.65	\$13.65
12	University Press	Memphis Tennessee Garrison		9780821413739	\$48.60	20%	\$9.72	\$38.88	each	1.00	\$38.88	\$38.88
13	University Press	California Dreaming	Paul JP Sandul	9781938228865	\$27.99	20%	\$5.60	\$22.39	each	1.00	\$22.39	\$22.39
14	University Press	Jail House Bound	Mark Allan Jackson	9781933202334	\$12.99	20%	\$2.60	\$10.39	each	1.00	\$10.39	\$10.39
IV.												
15	Reinforced	Voice of Freedom	Carole Weatherford	9780763665319	\$19.41	20%	\$3.88	\$15.53	each	1.00	\$15.53	\$15.53
16	Reinforced	United Nations	Katie Marsico	9781631880322	\$14.11	20%	\$2.82	\$11.29	each	1.00	\$11.29	\$11.29
17	Reinforced	Tree Lady	Joseph Hopkins	9781442414020	\$19.41	20%	\$3.88	\$15.53	each	1.00	\$15.53	\$15.53
18	Reinforced	Family of Readers	Roger Sutton	9780763632809	\$19.01	20%	\$3.80	\$15.21	each	1.00	\$15.21	\$15.21
V.												
19	Library Edition	No Way Out	Dan Poblocki	9781338148596	\$16.99	20%	\$3.40	\$13.59	each	1.00	\$13.59	\$13.59
20	Library Edition	What if You had Animal Eyes?	Sandra Markle	9781338206456	\$19.99	20%	\$4.00	\$15.99	each	1.00	\$15.99	\$15.99
21	Library Edition	Guardians of the Gryphon's Claw	Todd Calgi Gallicano	9781524713669	\$19.99	20%	\$4.00	\$15.99	each	1.00	\$15.99	\$15.99
22	Library Edition	Apples for Little Fox	Ekaterina Trukhan	9780399555633	\$20.99	20%	\$4.20	\$16.79	each	1.00	\$16.79	\$16.79
23	Library Edition	I Survived the American Revolution, 1776	Lauren Tarshis	9780545919746	\$16.99	20%	\$3.40	\$13.59	each	1.00	\$13.59	\$13.59

Total Bid Cost	\$609.09
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List of Discount Percentages:

	Category	DISCOUNT PERCENTAGE	Estimated Annual Volume per Category
I	Hardcover	20%	225
II	Paperback	20%	225
III	University Press	20%	225
IV	Reinforced	20%	225
V	Library Edition	20%	225

Vendors should complete the contract coordinator information below:

VENDOR NAME:

Follett School Solutions, Inc.

PHONE:

877-889-8550, X46307


CONTRACT MANAGER:

Kent Bishop, Sales Consultant
(Please print)

FAX:

800-852-5458

AUTHORIZED REPRESENTATIVE:


(Signature)

EMAIL:

fssbidadmin@follett.com / kbishop@follett.com

AUTHORIZED REPRESENTATIVE:

Mary Culp, Vice President
(Please print)

DATE:

17-Oct-18

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Follett School Solutions, Inc. Address: 1340 Ridgeview Drive
McHenry, IL 60050

Name of Authorized Agent: Not applicable Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

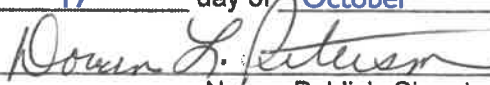
Signature:  Date Signed: October 17, 2018

Notary Verification

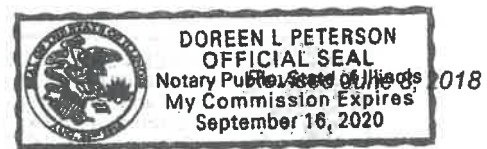
State of Illinois, County of McHenry

I, Jerry J. Perez, Vice President, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 17 day of October, 2018.


Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____



STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Follett School Solutions, Inc.

Authorized Signature:  Date: October 17, 2018
State of Illinois

County of McHenry, to-wit:

Taken, subscribed, and sworn to before me this 17 day of October, 2018.

My Commission expires September 16, 2020.

AFFIX SEAL HERE

NOTARY PUBLIC 

